

BYLAWS
OF
MAINTENANCE OFFICER ASSOCIATION

ARTICLE I

General

Section 1. Name and Location. The name of the organization is the Maintenance Officer Association, hereinafter referred to as the "MOA." The principal mailing address of the organization shall be P. O. Box 2521, Springfield, Virginia 22152, but meetings of members may be held at such places as may be designated by the Policy Council.

Section 2. Purpose. The purpose of the MOA is to enhance the United States Air Force mission through concentrated efforts to promote quality maintenance and to upgrade the image, visibility, and promotability of the professional maintenance officer corps.

Section 3. Limitation of Methods. The organization shall be nonprofit, nonpartisan, and nonsectarian.

ARTICLE II

Membership

Section 1. Qualifications. Every person shall be eligible for membership in MOA who is:

- a.) A professional maintenance officer on active duty with the United States Air Force or retired therefrom;
- b.) A professional maintenance officer serving with, but not limited to those serving with, the Air National Guard and Air Force Reserve; or
- c.) Associated with a maintenance-related organization.

Section 2. Selection.

- a.) Nominations for membership must be sponsored by a MOA member in good standing. The sponsor shall submit to MOA the candidate's name, present duty assignment and duty station, if known, to aid identification. Nominees

commissioned in a field other than maintenance shall be so identified, and maintenance duty history shall be submitted to substantiate their maintenance credentials.

b.) Once each month the names of the nominees shall be forwarded to the ten (10) members of the Membership Committee. The committee shall approve the list within the period of time prescribed in the forwarding letter. One negative vote shall disqualify a candidate.

c.) Notifications letters for each approved nominee shall then be forwarded to the sponsor for dissemination to each individual.

Section 3. Kinds of Membership. Although active memberships are the only type permitted under these Bylaws, a Friends of MOA category shall be established to promote good will and understanding through complimentary subscriptions to the MOA newsletter. Friends of MOA may neither vote, hold office, pay dues, nor be entitled to any of the rights and privileges of an active member. Any member may recommend a Friend.

Section 4. Dues. Membership dues shall be at such rate or rates, and payable at such intervals as may be from time to time prescribed by the Policy Council.

Section 5. Termination.

a.) Any member may resign from the organization upon written request to the Policy Council. In such event, dues, in whole or in part, are not refundable.

b.) Any member shall be expelled for nonpayment of dues after ninety (90) days from the date due, unless otherwise extended for good cause. The Policy Council, by a two-thirds vote, may extend such membership based upon a written request by the member setting forth cause.

c.) Any member may be expelled by a two-thirds vote of the Policy Council for conduct unbecoming a member or prejudicial to the aims or repute of the organization, after notice and opportunity for a hearing are afforded the member complained against. In such event, dues, in whole or in part, are not refundable.

d.) Members who have resigned or have been expelled must requalify for membership as set forth in Section 2 of this Article, except that, additionally, final approval shall rest with the Policy Council.

ARTICLE III

Membership Committee

Section 1. Composition and Term.

a.) The original Membership Committee was composed of the ten (10) founding members of MOA. This committee shall serve for an indefinite term, subject to termination only upon death, resignation, removal, or retirement from active duty of a member.

b.) Succeeding members of the Membership Committee shall be composed of ten (10) members who must be on active duty with the United States Air Force, must be members in good standing, and must have agreed to accept the responsibilities of a long-term commitment.

Section 2. Vacancies.

a.) In the event of the resignation or retirement of a member, the vacating member may nominate his own successor by submitting a summary of the nominee's qualifications to the committee. The selection shall be approved by the committee, with one negative vote disqualifying the nominee.

b.) If the vacating member does not choose to nominate his successor, or in the event of the death or removal of a member, nominations shall be made by any remaining committee member, subject to the same selection and approval process referred to above.

c.) Unless incapacitated by illness or otherwise decreed, a member of the Membership Committee not performing his duties and responsibilities shall be removed from this committee by a two-thirds vote of the committee members.

Section 3. Responsibilities. The responsibilities of the Membership Committee shall be to review and rule upon nominations for membership.

ARTICLE IV

Charter Members

Section 1. Composition. The original charter members were composed of the first fifty-one (51) individuals who were offered and subsequently accepted membership in MOA.

Section 2. Responsibilities. The primary responsibility of the charter members is to review and ratify the original charter, articles of incorporation, constitution, and/or by-laws of MOA.

ARTICLE V

Executive Board

Section 1. Composition. The Executive Board shall consist of the elected officers and the appointed committee heads.

Section 2. Responsibilities. The Executive Board shall handle the regular business of the organization.

Section 3. Meetings. Meetings of the Executive Board shall be held as required and as called by the President. Business may be conducted by phone or mail, as required.

Section 4. Quorum. A quorum for conducting the business of the Executive Board shall not be less than two-thirds of the members of the board empowered to vote.

ARTICLE VI

Policy Council

Section 1. Composition. The Policy Council shall be composed of all members of the Executive Board and Membership Committee.

Section 2. Term and Vacancies.

a.) Members from the Membership Committee shall serve an indefinite term, subject to the same replacement requirements as set forth in Article III.

b.) Members from the Executive Board shall serve on the Policy Council for the duration of their term in office. Vacancies shall be filled by majority vote of the Policy Council.

Section 3. Responsibilities. The responsibilities of the Policy Council shall be to establish and set MOA policy; rule upon resignation, termination, and expulsion matters; approve budgets; monitor and control finances; control MOA property; and direct its affairs.

ARTICLE VII

Officers

Section 1. Composition.

a.) There shall be the following elected officers: President; Vice President; Treasurer; and Assistant Treasurer.

b.) Other offices, such as additional vice presidents, recording secretary, or corresponding secretary, may be established by majority vote of the Policy Council, as needed, without requiring a vote by the general membership. However, officers to fill any newly-established positions will be elected at the earliest general election by the membership under the same procedures outlined in Article IX. Temporary appointments prior to the general election will be made by majority vote of the Policy Council.

Section 2. Area Restriction. Because of the establishment of MOA's headquarters in Springfield, Virginia, and the possibility of MOA's being granted a tax-exempt status, the Treasurer and Assistant Treasurer must be stationed in the Washington, D. C. area.

Section 3. Term. All officers shall serve for a term of two (2) years or until their successor assumes the duties of the office. There must be an interval of at least one administration between each term.

Section 4. Vacancies. Vacancies occurring among any elected official shall be filled by the Policy Council by a majority vote.

Section 5. Removal from Office. Any elected officer who does not comply with assigned responsibilities may be relieved of office by majority vote of the Policy Council. Appointment of a replacement shall be made by the Policy Council until the next general election.

Section 6. Duties.

a.) The President shall preside at all meetings of the organization, and at any special meetings; appoint the committee heads immediately after installation; make interim appointments as needed with the approval of the Policy Council; sign all contracts with the recording secretary (or other appropriate officer) after approval of the Policy Council; sign all membership cards; serve as an ex-officio member of all committees except that of the nominating and election committees; and call special meetings when necessary.

b.) The Vice President shall perform the duties of an absent president and perform such duties as are assigned by the president.

c.) The Treasurer shall have charge of all the funds of the organization; make a financial report to the membership in every newsletter; and sign all checks.

d.) The Assistant Treasurer shall perform the duties of an absent Treasurer and assist the Treasurer in his functions, if required.

ARTICLE VIII

Committees

Section 1. **Appointment and Authority.** Unless otherwise stated in the Bylaws, the President, by and with the approval of the Executive Board, shall appoint all committees and committee chairmen. He may appoint such ad hoc committees and their chairmen as he deems necessary to carry out the program of the organization. Committee appointments shall be at the will and pleasure of the President and in no event shall exceed the term of the appointing President, except with the approval of the president-elect.

Section 2. **Responsibilities.** It shall be the responsibility of the committee to make investigations, conduct studies and hearings, make recommendations, to the Policy Council and to carry on such activities as may be delegated to them by the Council.

ARTICLE IX

Election of Officers

Section 1. **Nominations.**

a.) A Nominating Committee consisting of a chairperson and two members shall be appointed by the President with the approval of the Policy Council and shall make its report to the general membership either at the annual general membership meeting or by mail on or before 10th day of January. The Nominating Committee shall select at least one candidate for each elected office. Additional names of candidates for office can be nominated by any member from the floor at the general membership meeting or, if by mail, sent to the Nominating Committee to be received on or before the 1st day of February.

b.) If the election is conducted by mail and additional candidates have been received, the Nominating Committee shall arrange the names of all candidates on a ballot in alphabetical order, along with instructions on the voting procedures. Identification shall be made on the ballot to indicate those candidates nominated by the Nominating Committee.

c.) If no nominations from the floor are made or no nominations received by mail, the nominations shall be closed.

d.) If the election is conducted by mail, written ballots will be mailed to the membership on or before 10 February. Ballots will be mailed to members in good standing who have paid current year's dues.

Section 2. Elections.

a.) An Elections Committee consisting of a chairperson and two members shall be appointed by the President with approval from the Policy Council to conduct the elections.

b.) Election shall be by secret written ballot, either at the annual general membership meeting or through the mail. If the election is conducted through the mail, the ballots must be received by the Elections Committee on or before 10 March. The ballots will be counted by members of the Elections Committee.

c.) The Chairperson of the Elections Committee shall make an elections report to the Policy Council by 15 March; and the Policy Council shall declare the candidates with the greatest number of votes, elected. After notification of the winners, results of the election shall immediately be mailed to the general membership.

Section 3. Voting. Each member shall be entitled to cast one vote.

ARTICLE X

Meetings

Section 1. Annual Meeting. An annual meeting of MDA can be held during March of each year, the exact time, date, and place to be fixed by the Policy Council. Notice thereof shall be mailed to each member at least forty-five (45) days before said meeting.

Section 2. Membership Committee Meetings. In lieu of monthly meetings by the Membership Committee, business shall

be conducted on a monthly basis by mail to determine eligibility and qualifications of candidates for membership.

Section 3. Executive Board Meetings. There shall be meetings, as needed, either in person or via the mail system, to tend to the administrative business of MOA.

Section 4. Policy Council Meetings. There shall be meetings, as needed, either in person or via the mail, to conduct any policy-making or financial business of MOA.

Section 5. Special Meetings. Special meetings may be called by the president, the Executive Board, or the Policy Council. Upon written notice of 25 members, the President shall call a meeting. Notice of special meetings shall be given to the members at least 30 days in advance.

Section 6. Quorum. A quorum for conducting business of a regular or special meeting of the membership shall be not less than fifty per cent (50%) of the members empowered to vote, including proxy votes.

ARTICLE XI

Amendments

The Bylaws may be amended or revised by an affirmative vote of two-thirds of all the members either present at a meeting designed for that purpose or by ballot. Copies of proposed amendments shall be given members in writing at least sixty (60) days prior to the meeting. Any proposed amendment shall be submitted to the Policy Council by petition bearing the genuine signatures of at least twenty-five (25) qualified members of MOA. Such petition shall require a two-thirds vote by the Policy Council in order to be voted on by the general membership.

ARTICLE XII

Dissolution

In the event of dissolution of MOA, remaining assets after the satisfaction of all obligations of the organization shall be distributed for purposes within the scope of Internal Revenue Service Code 501(c)(3), or amendments thereof.